

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

7 MAY 1958

25X1A SUGG. NO. 58-48 : dated 31 July 1957
[REDACTED] GS-13, Intelligence Officer
WH, DD/P

Summary : Suggester proposed certain changes in Form 362 (Name
Check and/or Document Request Service) in order to
expedite the searching of RI indices.

Exec. Sec.
Recommendation : Letter of Appreciation

Award : Letter of Appreciation

25X1A SUGG. NO. 58-167 : dated 21 October 1957
[REDACTED], GS-9, Librarian
Engineering Division, OC, DD/S

Summary : Suggester compiled a supplement to the "index of
Bureau of Ships Publications" for use of her branch
of the CIA libraries. Referred to Suggestion Awards
Committee for extended application.

Exec. Sec.
Recommendation : Letter of Appreciation

Award : Letter of Appreciation

25X1A SUGG. NO. 58-263 : dated 27 December 1957
[REDACTED], GS-6, Branch Secretary
FDD, OO/DD/I

Summary : Suggester proposed that steno-typists be instructed
in most frequently used intelligence word usage.

Exec. Sec.
Recommendation : Letter of Appreciation

Award : Letter of Appreciation

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
7 May 1958

25X1A SUGG. NO. 58-319 : dated 22 January 1958
[REDACTED], GS-3, Courier
CI/DD/P

Summary : Suggester proposed printing the shuttle bus schedule
✓ on wallet-size cards.

Exec. Sec. \$25.00 award based on Intangible Benefits
Recommendation: : (Slight-Limited)

Award : \$25.00 award granted

25X1A SUGG. NO. 58-344 : dated 6 February 1958
[REDACTED], GS-4, Clerk
Dispatch & Pouch Section, FI/RI, DD/P

Summary : Suggester proposed using a system for the numbering
✓ of Non-Accountable Material Manifests.

Exec. Sec. \$10.00 award based on Intangible Benefits
Recommendation : (Slight-Limited)

Award : \$10.00 award granted

25X1A SUGG. NO. 58-360 : dated 25 February 1958
[REDACTED], GS-3, Clerk
Dispatch & Pouch Section, RI/FI, DD/P

Summary : Suggester proposed the construction and use of a
✓ removable bulletin board to educate typists of
his section in the proper method of typing new
items.

Exec. Sec. \$10.00 award based on Intangible Benefits
Recommendation: : (Slight-Limited)

Award : \$10.00 award granted.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
7 May 1958

25X1A

SUGG. NO. 58-369 : dated 28 February 1958
[REDACTED] GS-3, Clerk
[REDACTED] DD/P

25X1A

Summary : In D&P Section of RI, ditto sheets are used daily to record the station and quantity of wrapped packages going out. The typists merely copy these figures and destroy the ditto. [Suggester proposed using a piece of clear plastic and a grease pencil in lieu of this ditto paper.]

Exec. Sec. Recommendation : \$10.00 award based on Intangible Benefits (Slight-Limited).

Award : \$10.00 award granted.

25X1A

SUGG. NO. 58-376 : dated 7 March 1958
[REDACTED] GS-6, Card Punch Supervisor
IR, OCR, DD/I

Summary : Suggester proposed that shuttle bus service be extended to include a stop at the IBM School at 19th and M Streets, N.W. for employees attending classes at this school.

Exec. Sec. Recommendation : \$10.00 award based on Intangible Benefits (Slight-Limited).

Award : \$10.00 award granted.

25X1A

SUGG. NO. 58-423 : dated 19 March 1958
[REDACTED] GS-6, Mail and File Clerk
[REDACTED] FE, DD/P

25X1A

Summary : Suggester proposed that Headquarters indicate on the pouch manifest, after the usual description of the document, the word "PRIORITY", as a signal to the individual checking the incoming material.

Exec. Sec. Recommendation : \$10.00 award based on Intangible Benefits (Slight-Limited)

Award : \$10.00 award granted.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
7 May 1958

25X1A

SUGG. NO. 58-432 : dated 26 March 1958
[REDACTED], GS-7, Secretary
SE, DD/P

Summary : Suggester proposed changing the position of the Abstract File Slip, attached to Routing and Record Sheets, from the right to the left hand side of the Router, and to start the "TO" column on line 2 so that that information would not be covered up by the Abstract File Slip.

Exec. Sec. : \$10.00 award based on Intangible Benefits
Recommendation : (Slight-Limited)

Award : \$10.00 award granted

25X1A

SUGG. NO. 58-466 : dated 3 April 1958
[REDACTED], GS-5, Tab Operator
OO/C

Summary : Suggester proposed a method of converting the 082 sorter to an 083 sorter for use in OO.

Exec. Sec. : \$10.00 award based on Tangible Savings of \$148.00
Recommendation :

Award : \$10.00 award granted.

25X1A

SUGG NO. 58-470 : dated 10 April 1958
[REDACTED], GS-12, Analyst
Materials, ORR, DD/I

Summary : Suggester proposed that the Office of Training conduct a course to improve writing to meet deadlines.

Exec. Sec.
Recommendation : Letter of Appreciation

Award : Letter of Appreciation.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
7 May 1958

25X1A 3000 NO. 58-509 : dated 8 February 1958
25X1A [REDACTED] OS-7
 Guard, [REDACTED]

25X1A Summary : Suggester proposed a new construction plan for the
 streets [REDACTED] as a safety measure against traffic
 hazards.

 Exec. Sec. \$15.00 award based on Intangible Benefits
 Recommendation : (Slight-Limited)

 Award : \$15.00 award granted.